

*Security Forces***PERSONNEL SECURITY PROGRAM MANAGEMENT****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

AFI 31-501, 02 May 1994, and AFI 31-501, AETC Supplement 1, 23 Dec 1996, are supplemented as follows:

NOTE: This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are Executive Orders 10450, 12065, and 9397. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. System of records Notice F205 497IG A, Sensitive Compartmental Information (SCI) Personnel Records, applies.

1.2.3. Submit waivers or changes to AFI 31-501, AETC Supplement 1, and this supplement to 47 SFS/SFAI-P.

2.1. The Electronic Personnel Security Questionnaire (EPSQ) computer program is installed at applicable units on Laughlin AFB (LAFB). Points of contact (POCs) to accomplish security clearance requests are unit security managers (USMs). After a request has been entered into EPSQ by the subject, the USM must validate it IAW AFI 31-501/AETC Supplement 1, paragraph 2.1.. If the USM is unavailable, subjects must print out a validation report. Subjects must export their request onto a diskette and hand carry it (and the validation report, if applicable) to SFAI-P, Bldg 140, for review. SFAI-P completes clearance processing and forwards requests to the Defense Security Service (DSS), or the DSS agent on Laughlin AFB (DSF/D42SA). DSF/D42SA forwards all PSIs for SUPT students listed as Catch'em In Training (CEIT). SFAI-P is the only authorized requester on LAFB.

2.1.6. Units notify Civilian Personnel Flight (CPF) in writing when personnel are assigned to critical sensitive positions through 47 SFS/SFAI-P.

2.2. All personnel, with the exception of SUPT students, submit clearance documentation to 47 SFS/SFAI-P within 10 duty days of receipt of documentation. Personnel receiving a 47 MSS/MSMRO Security Clearance Requirements letter must submit clearance requests to SFAI-P within 10 duty days of receipt. Joint Specialized Undergraduate Pilot Training (JSUPT) student security clearance requests must be accomplished within 10 days after assignment drop, IAW AFI 31-501/AETC Supplement 1, Attachment 8.

3.1.2. 47 SFS/SFAI-P forwards copies of pre-appointment investigation waivers to 497 IG/INS. (Added). The NAF Human Resource Office (47 SVS/SVFR) forwards required information to SFAI-P for a National Agency Check.

3.1.3. (AETC Sup)(Added) Conduct civilian applicant Security Forces file checks with 47 SFS/SFAR.

7.1.1. Non-US Citizens must receive citizenship by naturalization and submit a copy of the naturalization certificate to SFAI-P before an upgrade in security clearance will occur.

7.2. USMs may receive updated ASCAS rosters from their orderly room or from SFAI-P.

7.3.3. Individuals possessing a favorable clearance (FAV) on the ASCAS roster may not be assigned to a mobility position and are not authorized access to classified information.

8.4.2. Individuals are allowed access to their SIF through their unit security manager.

DAN R. GOODRICH, Colonel, USAF
Commander